

REF ID: A6512570

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management and
Distribution Branch

DATE: FEB 3 1953

FROM : Chief, Supply Division, PSO

SUBJECT: The Establishment of Policy for Purchasing Letter and
Legal-size Filing Cabinets

1. This Office concurs in recommendations cited in reference communication dated 22 January 1953.
2. It is suggested that an effective date to establish the policy be set by your Office, and also the policy be published as an Agency Notice by DD/A.

25X1

PSO/NJO'D;pb (2 February 1953)

Distribution:

- 1 - Courtesy
- 1 - SD
- 1 - SD/SCB
- 1 - SD/SCB/SES

RECORDED
SEARCHED
INDEXED
SERIALIZED
FILED